

GCCC Policy Add Template

Category: Personnel

Division: HUMAN RESOURCES

Department: [Click here to enter text.](#)

Policy Title: PERSONNEL FILES

Policy Statement: The official personnel files will be kept in the GCCC Human Resources Office. It is the responsibility of the HR Office to assure the security and privacy of these records. These files contain items such as application forms, resumes, transcripts, and evaluations.

Procedures: Personnel files are open to employees for examination should they or their designated representative makes such a request. An appointment must be made with the Human Resources Office to review the file. Employees must review their file in the Human Resources Office in the presence of a Human Resources staff member. Neither the files nor their contents are permitted to be taken from the Human Resources Office.

Request to remove item from personnel file: An employee may request in writing to the Human Resources Office that material be removed from their personnel file. The HR Director will consult with the employee's immediate supervisor, appropriate vice president and/or President. If the request is granted, the Director of Human Resources will notify the employee in writing and the material in question and the request will be removed from the records and destroyed. If the employee's request is denied, the employee will be notified in writing. The employee's request and denial notification will be placed in the employee's personnel file. An employee may not request removal of material for which a request for removal has been already made and denied.

Medical files: Medical files that may be required pursuant to provisions of the Americans with Disabilities Act, Family Medical Leave Act, Bloodborne Pathogen control policies, or other Federal/State mandates are maintained in confidential files apart from personnel files. Any personnel files maintained on the college computer system are confidential and secure and only duly authorized persons are allowed access to such records.

Contacts: Director of Human Resources

Approved Date: 8/1/2014

Policy History: [11/18/2013](#)

Keywords: personnel, files

Related Form: [Click here to enter text.](#)